

**DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY GARRISON
1326 LEWIS CIRCLE SW
FORT MCPHERSON GEORGIA 30330-1052**

Physical Security

KEY AND LOCK CONTROL

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CHAPTER 1

1-1. Purpose. This regulation prescribes policies, procedures, and responsibilities for control of key and lock system used to protect Government property and materials including Arms, Ammunition and Explosives (AA&E)

1-2. Scope. This regulation is applicable to all personnel assigned or attached to Forts McPherson and Gillem, including tenant units or activities involved in any operation on the installation. This includes key and lock custodians, and all personnel authorized to draw security keys, security (AA&E) keys or assigned administrative door keys. Key and Lock requirements are mandated in regulations listed in references, which establish regulatory security requirements pertaining to the various missions.

1-3. References.

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives.
- b. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive).
- c. AR 190-59, Chemical Agent Security Program.
- d. AR 380-19, Information Systems Security.
- e. DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives.

1-4. Definitions.

- a. Key and Lock Control. A system of controls on keys and locks directed by applicable Army regulations for the protection of U.S. Government property.
- b. Key and Lock Control System. A system of keys and locks used to protect government property. All systems will be identified through designation of a key and lock custodian. At Forts McPherson and Gillem, most systems will fall under one of three categories – administrative system, security system or Arms, Ammunition and Explosives (AA&E).
- c. Administrative Key and Lock Control System. A system of keys and locks used to provide adequate protection for government offices in which the keys are assigned to office personnel for permanent retention.
- d. Security Key and Lock Control System. A system in which custodians are required to control and account for keys and locks securing facilities which house aircraft parts and components, motor pools, clothing, audio visual equipment, communication and electronic equipment, storage warehouses for parts, subsistence items, petroleum, facility engineering supplies, postal items, tool cribs, medical supplies, money handling facilities,

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Automated Data Processing Equipment (ADPE), high dollar value items, test equipment, office supplies or equipment not covered above.

e. AA&E Security Key and Lock Control System. Any system of keys and locks used in the protection of Arms, Ammunition and Explosives (AA&E) areas on Forts McPherson and Gillem.

f. Key and Lock Control Officer. The Key and Lock Control Officer is the Director of Emergency Services or his/her designated representative, who exercises supervision over the key and lock control systems at Forts McPherson and Gillem.

g. Key and Lock Custodians. Person(s) designated by directors, division chiefs, branch chiefs or heads of tenant activities to control keys and locks to organizational areas. This individual may be responsible for one or more systems.

h. Security Areas. Those areas designated by the Commander as being mission essential or vulnerable and requiring specific physical security measures to ensure adequate protection.

i. Authorized Locks.

(1) High Security. Authorized high security padlock consists of the Sergeant and Greenleaf (S&G) Model 833C. The 833C meets the requirements of MIL-P-43607G, the current military specification for high security padlocks. Continued use of the LK1200 and 831B in high security applications is approved until service is required. At that time, they must be replaced with the S&G 833C.

(2) Secondary. Authorized secondary padlocks consist of two types, Series 200 and 5200 padlocks and cylinders or other padlocks which conform to current specification MIL-P-17802 (Grade II).

(3) Administrative. Cylinder locks and padlocks used to secure administrative type interior doors, buildings, structures and storage areas, which do not require approved security locking devices. Exterior locks will be approved by Physical Security Branch, Directorate of Emergency Services (DES), Building 101, for use to secure all exterior entrances on all administrative systems buildings, structures, and storage areas, with the exception of those equipped with locking mechanisms such as deadbolts.

(4) Lock Sets. **Locks that are keyed alike but which are not master keyed.**

(5) Master Key. **The use of a master key system or multiple key systems is prohibited. (AR 190-11, paragraph 3-8.b.(3)).**

j. Shunt Locks/Cipher Locks. May be used during operational hours to limit access to security areas, these locks are adequate only if the area secured is attended by operating

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personnel. Shunt/cipher locks cannot and will not be used to secure operational areas during non-duty hours for physical security purposes.

1-5. Responsibilities.

a. The Director of Emergency Services or his/her designated representative will ensure that all regulatory requirements are met with respect to key and lock control systems. The Physical Security Office acts for and in the name of the Commander in all matters pertaining to key and lock administration. This includes, but not limited to:

- (1) Functioning as the Physical Security Office.
- (2) Exercising technical supervision over all administrative and security key and lock control systems.
- (3) Approving all requests for duplicate keys, locks, cores, and cipher locks.
- (4) Ensuring that key and lock custodians and alternate are designated for each directorate, division, branch and tenant activity.
- (5) Coordinating repair and replacement of locks, keys and cores, as required to Forts McPherson and Gillem and tenant activities.

b. Supervisors (directorate, division, and branch level) will:

- (1) Ensure appropriate personnel are appointed as Key and Lock Custodian and Alternates.
- (2) Supervisors are responsible for ensuring Command Oriented AA&E Security Screening and Evaluation Record, DD Form 7281, is completed on personnel whose duties involve the control, accountability, and shipment of AA&E. Supervisors are to ensure the form is submitted every three years for records review on personnel remaining on the roster.

c. Persons responsible for maintaining an up-to-date key and lock inventory. Responsibilities may include accountability of one or more key and lock control systems within their assigned area. A copy of the key and lock security inventory (AA&E) and custodian appointment orders will be forwarded to Directorate of Emergency Services, Physical Security Branch for guidance on screening procedures.

d. The Locksmith will not be authorized access to information concerning specific location of installed locks pertaining to Category I structures. When a lock has to be replaced for Category I, the key custodian will notify the Physical Security Office immediately. The locksmith is required to maintain the following records:

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- (1) Records showing when the lock core was changed, old keys turned-in, and new keys issued and to whom the keys were issued.
- (2) Records showing receipt and destruction of keys that were turned-in.

1-6. Policy.

- a. Each commander, director, division chief, branch chief, or chief of tenant activity will appoint designated key and lock custodian(s) and alternate(s) in writing (Appendix A) to control, issue and maintain adequate records of all keys, combinations, and locks used in the three key and lock control systems
- b. The Director of Emergency Services will designate a Physical Security Officer. This individual acts for and in the name of the Commander in all matters pertaining to key and lock administration.
- c. The Key and Lock Control System for the storage of arms, ammunition and, explosives. Key custodians will furnish all inspectable items and information required by these regulations to the Physical Security Office on a cyclic basis, on the scheduled inspection dates.
- d. Keys to AA&E will be maintained separate from other keys and accessible only to those individuals whose official duties require access to them. They will be controlled as outlined in DOD 5100.76M, AR 190-11 and this regulation.
- e. The Installation Physical Security Office will conduct inspections on a random basis, to ensure compliance with this regulation.
- f. Only locks that are designated as approved locking devices, either as defined in this regulation or approved in writing by the Installation Provost Marshal will be placed on any building, structure or enclosed area.

CHAPTER 2

Key Control Procedures

2-1. Key and Lock Custodian Duties.

a. Administrative key and lock custodian duties include, but are not limited to the following:

(1) Ensure you and alternate custodian(s) are appointed in writing and alternate custodians are familiar with key custodian responsibilities to the extent he/she can function in the absence of the assigned custodian. Directorate or tenant activity custodian will file a copy of this appointment.

(2) Maintain an administrative key control inventory on DA form 5513-R, or a similar form approved by the Physical Security Office reflecting the serial number of the keys. All keys that do not have a serial number will be assigned one. A simple system to assigning serial numbers is to number the administrative door concerned and stamp or engrave that number on the key. The Installation Locksmith maintains a number and letter stamp set and will assist custodians upon request.

(3) Ensure personnel retiring or leaving your unit on a permanent basis turn in their key.

(4) Ensure administrative keys are not retained with security keys in a security key container.

(5) Conduct a semi-annual inventory DA form 5513-R, on a "Show-Me" basis in the months of February and August and indicate date checked. This inventory should be done during the first 5 days of each month. This inventory must be maintained and updated by the activity key and lock control custodian, and must furnish the Physical Security Office a copy. However, this inventory is subject to the inspection of the Installation Physical Security Office on both announced and unannounced basis. A 100% inventory of all keys will be conducted upon change of custodians. This inventory will be signed by the new custodian and verified by the outgoing custodian or a disinterested witness. A copy of the Memorandum appointing the new custodian will be sent to the directorate key and lock custodian and one copy will be sent to the Key and Lock Control Officer within 10 working days of change. Inventory records will be retained for one year and then destroyed or retained as a support document for an ongoing investigation or report.

(6) Maintain a current key control register, DA form 5513-R, which will be used to account for all keys issued/received. Key issues/receipts will record the signature of individual receiving the key, date, and hour of issuance, serial number or key designated number of the key, signature of the individual receiving the returned key. This record

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will be maintained within active files for a period of 90 days and then disposed of under provisions of AR 190-11 unless needed as a support document for an ongoing investigation or report.

(7) Ensure a copy of all combination/cipher locks combinations are recorded on Standard Form 700, Security Container Information.

b. Key Duplications. Key and Lock Custodians will initiate request for issue of new or replacement keys through the Installation Service Order Desk (404) 469-7791, Locksmith. Request will include:

- (1) Building Number
- (2) Door number or location
- (3) Number of keys required (not exceeding 6 keys per door)
- (4) Complete justification for duplicate keys
- (5) A return calls phone number and a POC.

2-2. Security Key and Lock Custodian Duties.

a. Security key and lock control duties include, but are not limited to the following:

(1) Ensure you and alternate custodians are appointed in writing (Appendix 1), and that alternate custodians are familiar with key and lock custodian responsibilities during your absence.

(2) Maintain a security key and lock inventory on DA Form 5513-R, or a similar form approved by the Physical Security Office. This form will be completed as follows:

(a) Type Lock – Identify the type of lock being used, such as American Series 200, 5200 or Sergeant Greenleaf #8077A.

(b) Lock No. – Identify the serial number of the lock. If the lock does not have a serial number, assign one. A simple way to do this is number the door and engrave or stamp that number on the lock.

(c) Lock Location – Identify the location of the padlock or combination lock.

(d) Serial No. Of Key – The serial number on the key.

(e) No. of Keys – Identify the number of keys retained for the lock.

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(f) Key Location – Identify the location of the keys being retained for the lock.

(g) Key Custodian – List the present key custodian responsible for the keys and locks.

(3) Maintain a current key control register (SIOAN Form 190-15), (Appendix D), which will be used to account for all keys issued/received. Key issues/receipts will record the printed name and legible signature of the individual receiving the key, date, and hour of issuance, serial number of key, printed name, and legible signature of individual receiving the returned key. All entries on the register will be completed in ink. This record will be maintained within active files for a period of 90 days and then disposed of under provisions of AR 190-11, unless needed as a support document for an ongoing investigation or report roster reflecting personnel authorized to receive keys on a signature basis. This roster should be protected from public view and handled as Official Use Only.

(4) Maintain a current control roster reflecting personnel authorized to receive keys on a signature basis. This roster should be protected from public view and handled as For Official Use Only.

(5) Only locks that are designated as approved locking devices, either as defined in this regulation or approved in writing by the Physical Security Office will be placed on any building structures or enclosure area. Custodians will safeguard keys to prevent use or possession by unauthorized individuals, and notify the Physical Security Office if key is lost or misplaced or stolen.

b. Other custodian responsibilities are as follows:

(1) When padlocks are not in use, they will be locked to the staple or hasp to prevent theft, loss or substitution of the lock.

(2) Hasps and staples will be of heavy pattern steel and affixed to the building structure with smooth-headed bolts, unexposed heavy screws, or welded.

(3) Physical Security Office is the approving authority for use of locksets. Requests for "Lock Set" usage must include full justification and address why the set must be used in lieu of a single key and lock system.

(4) Shunt locks/cipher locks may be used during operational hours to limit access to security areas. These locks are adequate only if the area secured is attended by operating personnel. Shunt/Cipher locks cannot and will not be used to secure operational areas during non-duty hours.

(5) Keys used in the security system will not be removed from the depot. These keys will be kept in a storage container of at least 20-gauge steel or material of equivalent

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strength, secured with an approved locking device. The American Series 5200 padlock will be used. Containers weighing less than 500 lbs will be attached to and secured in a building having approved locking devices. Extra locks and key sets not in use may be secured in the key box or storage container.

(6) Requests for duplicate keys will be approved by the Physical Security Branch, upon notification from Installation Lock Smith or Facility Managers, the inspectors must authorize all additional keys prior to any action taken.

(7) An inventory of all keys and locks will be conducted semi-annually in the months of February and August. A copy of this inventory (Appendix C), will be furnished to the directorate key and lock custodian and one copy to the Physical Security Office, Security Division, and Bldg 53. A 100% inventory of all keys and locks to include reserve keys and locks, will be conducted upon change of custodians. This inventory will be signed by the new custodian and verified by the outgoing custodian or a disinterested witness. A copy of this inventory will be forwarded to the Directorate key custodian for the master file and one copy to the Physical Security Office.

c. Master key and lock sets are prohibited and will not be used in any lock system, per AR 190-11, para 3-8.b (3).

d. Combination locks will be changed:

- (1) When a compromise has occurred or is suspected.
- (2) When personnel having access transfer or depart.
- (3) Upon change of custodians.
- (4) At least annually.

2-3. AA&E Security System Key and Lock Duties.

a. AA&E security system key and lock duties, include, but are not limited to the following:

(1) Ensure that custodian and alternate custodian(s) are appointed in writing (Appendix A), and that alternate custodians are familiar with key and lock custodian responsibilities during your absence.

(2) Maintain a security key and lock inventory on SIOAN Form 190-24 (Appendix C), or a similar form approved by the Depot Key/Lock Control Officer. This form will be completed as follows:

(a) Type Lock – Identify the type lock being used, such as series 200, 5200, LK1200, 831B or 833C.

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(b) Lock No. – Identify the serial number of the lock. If the lock does not have a serial number, assigned one. A simple way to do this is number the door concerned and engrave or stamp that number on the lock.

(c) Lock Location – Identify the location of the padlock.

(d) Serial No. Of Key – The serial number on the key.

(e) No. of Keys – Identify the location of the keys being retained for the lock.

(f) Key Locations – Identify the location(s) of the keys being retained for the lock.

(g) Key Custodian – List the present key custodian responsible for the keys and locks.

(3) Maintain a current key control register SIOAN Form 190-15, (Appendix D), which will be used to account for all keys issued/received. Key issues/receipts will record the printed name and legible signature of the individual receiving the key, date, and hour of issuance, serial number of the key, printed name and legible signature of individual issuing the returned key. This record will be maintained within active files for a period of 90 days and then disposed of under provisions of AR 190-11, unless needed as a support document for an ongoing investigation or report. All entries on registers will be completed in ink.

(4) Maintain a current key control roster reflecting personnel authorized to receive keys on a signature basis. This roster should be protected from public view and handled as For Official Use Only.

(5) Only locks that are designated as approved locking devices, either as defined in this regulation or approved in writing by the Physical Security Office, will be placed on any security building, structure or enclosure area. Authorized high security locks consist of: the Hi-Shear LK 1200 high security lock and shrouded hasp with keys, S&G 833, and the Sergeant Greenleaf Model 831B lock with keys. Authorized secondary padlocks consist of two types: American Series 200 and 5200 padlocks and cylinders. Custodians will safeguard keys and locks to prevent use or possession by unauthorized individuals and notify the Physical Security Office not later than 24 hours after loss of key becomes known.

b. Other custodian responsibilities are to ensure compliance with the following:

(1) When padlocks are not in use, they will be locked to the staple or hasp to prevent the theft, loss or substitution of the lock..

(2) Hasps and staples will be of heavy pattern steel and affixed to the building structure with smooth-headed bolts, unexposed heavy screws or welded.

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(3) The Physical Security Office is the approving authority for use of locksets. Requests for "Lock Set" usage must include full justification and address why the set must be used in lieu of a single key and lock system.

(4) Master key sets are prohibited and will not be used in any lock system.

(5) Keys used in the security system will not be removed from the Depot. These keys will be secured in a storage container of at least 20-gauge steel or material of equivalent strength. Secure same with an approved locking device. American Series 5200 padlock is recommended. Containers weighing less than 500 lbs will be attached to and secured in a building having approved locking devices. Extra locks and keys will be stored in a secured storage container.

(6) Combination locks will be changed when the following conditions exist:

(a) When a compromise has occurred or is suspected.

(b) When personnel having access transfer or depart.

(c) Upon change of custodians.

(d) At least annually.

(e) The combination will be recorded, an SF 700 (Security Container Information) is acceptable, sealed in an envelope and stored in a security container meeting classified storage requirements in AR 380-5. No other written record of combination will be kept. Controls will be established to ensure envelopes containing combinations to locks are not made available to unauthorized personnel.

(7) Requests for duplicate keys will be forwarded to the Key and Lock Control Officer. The Key Control Officer will notify the Locksmith of repairs.

(8) Keys to AA&E structures will be maintained separate from other keys and accessible only to those individuals whose official duties require access to them per AR 190-11.

(9) Ensure users perform preventive maintenance on all locks.

(10) High security hasps will be used with high security padlocks.

(11) No key within any security system will be removed from the Depot.

(12) An inventory of all keys and locks will be conducted semi-annually in the months of February and August. A copy of this inventory will be furnished the Physical Security Office and one copy sent to your directorate key and lock custodian. A 100%

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inventory of all keys and locks will be conducted upon change of custodians. The new custodian or a disinterested witness will sign this inventory. A copy of this inventory will be kept on file for 90 days as an inspectable item.

2-4. STU III Crypto Ignition Keys (CIK).

a. Master CIKs. A separate key box will be used to store master CIKs and will contain only master CIKs.

b. Operational CIKs. Personally retained CIKs may be stored with other administrative keys in the administrative key box. This key box may not be located in the same room with a STU III unit.

c. A separate Key Control Register (5513-R) will be used to record all Master CIKs retained by the user. CIKs, other than Master CIKs, may be added to the administrative key control register.

d. All STU III key custodians (SKC) and alternates will be appointed in writing. The Director or Activity Chief will sign these appointment orders. This action is separate from other key control appointments.

2-5. Key and Lock Control for Classified Material. Custodians of keys to classified bulk material must be cleared for access to that material through the Personnel Security Office, DPTMS, Bldg. 65.

a. When key-operated high security padlocks or locking devices are used to secure access to classified bulky material, keys shall be controlled as classified information equal to that of the information/material being protected.

b. A key and lock custodian shall be appointed to ensure proper custody and handling of keys and locks.

c. A key and lock control register shall be maintained to identify keys for each lock and their current location and custody.

d. Keys and locks shall be audited each month.

e. Keys shall be inventoried with each change of custodian.

f. Keys shall not be removed from the premises of Forts McPherson and Gillem.

g. Spare keys and locks shall be protected in a secure container.

h. Locks shall be changed or rotated at least annually, and shall be replaced upon loss or compromise of their keys.

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i. Master keying is prohibited unless required by another regulation or maintained under a two-person control system.

2-7. Contractors. Contractors who protect government property are required to establish a key control system in accordance with this and other supporting regulations.

Chapter 3

3-4. Access and Controls.

a. Keys to AA&E storage structures, buildings, rooms, and containers will be maintained separately from other keys. These keys will be accessible only to those individuals whose official duties require access to them. Keys will not be left unattended or unsecured at any time.

b. Access to or possession of both keys to AA&E storage structures, buildings, rooms, or containers by only one person are prohibited. Therefore, no one will appear on both the "A" system key access roster and the "B" system access roster.

c. Keys required for maintenance and repair of IDS, including keys to the control unit door and monitor cabinet, will be accessible only to authorized maintenance personnel as custodians.

d. A memorandum for personnel authorized to receive keys to AA&E storage sites will be kept current by responsible organizations.

3-5. Lock Rotation. The following applies to lock rotation concerning AA&E storage sites:

a. Key padlocks will be changed, have their cylinders replaced, or be rotated randomly between structures or sites at least yearly. Such changes will be recorded and retained in unit files for one year. This does not apply to authorize keyed-alike systems as defined in AR 190-51, appendix D.

b. The rotation of padlocks will not be required when the following conditions exist:

(1) Two padlocks are installed on each structure and a system is set up for separating these locks into "A" and "B" locks.

(2) Personnel will be identified and authorized only to either "A" or "B" system keys, but not both keys.

CHAPTER 4

Intrusion Detection System

4-1. Intrusion Detection System (IDS) Access Codes/Handling Instructions.

Forts McPherson and Gillem weapons storage buildings are equipped with IDS. As a security feature of these IDS systems, each building has an access keypad located near the entrance/access door. The building opening procedures for these structures are as follows:

- a. The soldier, building manager, or any assistant authorized to draw the keys to the structure, approaches the building.
- b. Prior to disturbing the access door or unlocking same, the person unlocking the building must call the Military Police Desk, Fort McPherson (extension 464-2281,2282) or Fort Gillem (extension 469-5981 5892)and identify him or herself and inform the Desk personnel of structure to be opened.
- c. Upon receiving notification, the Military Police Desk will ask the caller to authenticate before proceeding, the person requesting access will then be given a number in which he or she must respond with another number at adds up to their specific access code number provided to them, 5 days prior to the end of every month. The person opening the building will immediately unlock the facility and proceed immediately to the designated access key pad. (Usually located interior to the building near the access door).
- d. Once in front of the access keypad, the person opening the structure will punch in the access code.
- e. Again call the Military Police Desk, Fort McPherson (extension 464-2281,2282) or Fort Gillem (extension 469-5981 5892)and confirm that the building is in "access" rather than "alarm" status.

4-2. Procedures for Closing Buildings Equipped with IDS.

- a. The building manager, or any assistant authorized to draw keys to the structure, secures all doors with the exception of the building access door. The person securing the building will then accomplish a visual inspection of the balanced magnetic switches on all doors to make sure that both components of these switches are properly aligned. This inspection will help preclude having to reopen the building because a door will not go into "secure" status.
- b. Go to the access key pad and punch in the access code immediately prior to departing the building and securing it.

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c. Once the person locking up is satisfied all doors are properly secured (excluding the access door), he/she will exit the access door, secure it, and lock it.

d. At this point, the person locking up must call the Military Police Desk, Fort McPherson (extension 464-2281,2282) and Fort Gillem (extension 469-5981 5892), notify the IDS operator that the building is, in fact, secured and that the IDS should be put in "secure" status. At this point, the person securing the building cannot depart the area until the IDS operator confirms that the building converted to "secure" status appropriately. Failure to comply with this requirement will result in supervisory personnel being called in during non-duty hours to appropriately secure the building.

4-3. Opening an Arms Storage Building Under Duress or Threat of Harm. The procedure for anyone who is opening an arms storage or maintenance building under duress or threat of harm is as follows:

- a. Same as 4-1, above, with the exception of punching in the building duress code.
- b. If the person under the duress is unable to reach the access code keypad safely, the "access pending" status will automatically convert to "alarm" status, as the control unit will not have received the appropriate access code. In either case, MP/security patrols will be dispatched to the area to either access the alarm status or react to the duress alarm.

4-4. Intrusion Detection System (IDS) Code Maintenance and Administration.

a. IDS access codes are to be given the same protection as security system keys. Only personnel authorized access to the building keys will have access to or knowledge of these codes. Anyone having access to a particular building's codes, and he/she transfers, retires, or is terminated, **the code must be changed immediately.**

b. Directorate of Public Works (DPW) is responsible for changing IDS keypad codes (both access and duress codes). This action will be accomplished with a telephonic request to **DPW Work Order Desk, (404) 469-7791** and request a service order. Building managers are responsible for timely follow-up of these requests to ensure prompt action. Under no circumstances will building managers continue to use the access keypad codes installed by the IDS project contractors. These codes are installed merely to test the functionality of the system and for security reasons, must be changed immediately after building IDS activation.

c. IDS keypad access/duress codes will be issued in writing and receipted as in key issue procedures. The record of this issue will be maintained in the activity's security system key box. Access to the code issue records will be limited to the security system key and lock custodian and his/her alternate custodian. IDS maintenance personnel will be given the codes only on an as-needed basis for required testing/maintenance. **Under no circumstances will the codes be given to anyone.** IDS access/duress code administration/ control will be inspected as part of all announced/unannounced physical security inspections.

4-5. Ammunition Workshop Intrusion Detection System (IDS). Forts McPherson and Gillem ammunition workshop buildings are equipped with IDS. As a security feature of these IDS systems, each building has an access secure key switch located near the interior of the entrance/access door. The building opening procedure for these structures are as follows:

a. Use telephone located on the exterior of the building to telephone the IDS operator at Ext. 4540.

b. Notify the IDS operator of the building number and the name of the person opening the facility.

c. After notification, the person opening the facility will have two minutes to open the door and turn the key switch one time to the LEFT. The key should automatically return to center.

d. If the key does not automatically return to center, manually return the key to center and notify the DPW work order desk at Ext. 469-7791; ensure that it is stated the problem is with an IDS component. The system will operate correctly with the switch manually returned to the center.

4-7. IDS Testing. Non-critical Mission Essential Vulnerable Areas (MEVA) will have their IDS tested every six months. Testing results will be recorded on DA Form 4930-R, Appendix 7. The form will be kept in the files for one year and is subject to inspection by the physical security office.

FOR THE COMMANDER:

Peter Trebotte
Commander
Directorate of Emergency Services

FORTS MCPHERSON AND GILLEM KEY AND LOCK CONTROL

(Office Symbol)

(Date)

MEMORADUM FOR Key Custodian

SUBJECT: Appointment of Key and Lock Custodian

The below listed individuals are appointed as the Primary and Alternate Administrative and Security Key Custodians for the Security Division:

Beetle Bailey – Primary
Gomer Pile – Alternate

AUTHORITY: AR 190-11.

PURPOSES: Your responsibilities include but are not limited to:

1. Maintaining control of all keys and locks within the division area.
2. Familiarizing yourself with AR 190-11, 3-8 and AR 190-51, Appendix D
3. Conducting a semi-annual inventory of all security keys and locks.
4. Conducting a semi-annual inventory of all keys in the administrative system on a "Show-Me" basis in the months of February and August, and submitting a copy of the report to the Physical Security Office.

PERIOD: Indefinite

EFFECTIVE DATE: Date of this memorandum.

L.G. BOSS
Chief, Security Division

Appendix A

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**Administrative Key and Lock Inventory
(Standard Form 5513-R)**

Appendix B

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Activity Security Checklist (Standard Form 701)

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**Key Control Registration Form
(5513-R)**

IDS Security Check List

DA Form 4930-R